

**SECTION 01 33 23**  
**SHOP DRAWINGS, PRODUCT DATA, AND SAMPLES**

**PART 1 - GENERAL**

**1.1 REFERENCED DOCUMENTS**

- A. (FAR 52.236-21) , (VAAR 852.236-91)
- B. Section 01 00 00, GENERAL REQUIREMENTS and Section 01 00 11, MEDICAL CENTER REQUIREMENTS.

**1.2 DEFINITIONS**

- A. SUBMITTALS: For the purposes of this contract, samples, test reports, certificates, and manufacturers' literature and data shall also be subject to the previously referenced requirements. The following text refers to all items collectively as SUBMITTALS.

**1.3 GENERAL REQUIREMENTS**

- A. Submit for approval, all of the items specifically mentioned under the separate sections of the specification, with information sufficient to evidence full compliance with contract requirements. Materials, fabricated articles and the like to be installed in permanent work shall equal those of approved submittals. After an item has been approved, no change in brand or make will be permitted unless:
  - 1. Satisfactory written evidence is presented to, and approved by Contracting Officer, that manufacturer cannot make scheduled delivery of approved item or;
  - 2. Item delivered has been rejected and substitution of a suitable item is an urgent necessity or;
  - 3. Other conditions become apparent which indicates approval of such substitute item to be in best interest of the Government.
- B. Forward submittals in sufficient time to permit proper consideration and approval action by Government. Time submission to assure adequate lead time for procurement of contract - required items. Delays attributable to untimely and rejected submittals will not serve as a basis for extending contract time for completion.
  - 1. Allow 10 days for Architect/Engineer review
  - 2. Allow 14 days for VA review after completion of review by Architect/Engineer.
- C. Submittals will be reviewed for compliance with contract requirements by Architect-Engineer, and action thereon will be taken by Resident Engineer on behalf of the Contracting Officer.
- D. Upon receipt of submittals, Architect-Engineer will assign a file number thereto. Contractor, in any subsequent correspondence, shall refer to

this file and identification number to expedite replies relative to previously approved or disapproved submittals.

- E. The Government reserves the right to require additional submittals, whether or not particularly mentioned in this contract. If additional submittals beyond those required by the contract are furnished pursuant to request therefor by Contracting Officer, adjustment in contract price and time will be made in accordance with Articles titled CHANGES (FAR 52.243-4) and CHANGES - SUPPLEMENT (VAAR 852.236-88)
- F. If submittal samples have been disapproved, resubmit new samples as soon as possible after notification of disapproval. Such new samples shall be marked "Resubmitted Sample" in addition to containing other previously specified information required on label and in transmittal letter.
- G. Approved samples will be kept on file by the Resident Engineer at the site until completion of contract, at which time such samples will be delivered to Contractor as Contractor's property. Where noted in technical sections of specifications, approved samples in good condition may be used in their proper locations in contract work. At completion of contract, samples that are not approved will be returned to Contractor only upon request and at Contractor's expense. Such request should be made prior to completion of the contract. Disapproved samples that are not requested for return by Contractor will be discarded after completion of contract.
- H. Before submittal, all submittals shall be reviewed by technically qualified employees of Contractor for accuracy, completeness, and compliance with contract requirements and coordinated with the rest of the work. After technical review, submittals shall be stamped and signed (not initialed) by Contractor certifying to such check.

#### **1.4 PROCEDURES**

- A. Submittals must be submitted by Contractor only and shipped prepaid. Contracting Officer assumes no responsibility for checking quantities or exact numbers included in such submittals.
- B. Transmittal Letter
  - 1. Submittals will receive consideration only when covered by a transmittal letter signed by Contractor.
  - 2. Letter shall be sent directly to the Resident Engineer and the Architect/Engineer electronically.
  - 3. Letter shall contain the list of items, name of Medical Center, name of Contractor, contract number, Architect/Engineer's project number, applicable specification paragraph numbers, applicable drawing numbers (and other information required for exact identification of location for each item), manufacturer and brand, ASTM or Federal

Specification Number (if any) and such additional information as may be required by specifications for particular item being furnished.

4. A copy of letter must be enclosed with items, and any items received without identification letter will be considered "unclaimed goods" and held for a limited time only.
5. A space 120 mm by 216 mm (4-3/4 by 8-1/2 inches) shall be reserved on each submittal to accommodate approval or disapproval stamp.

C. Individual Submittals

1. Catalog data and all submittals referencing more than one item shall be marked to indicate specific items submitted for approval.
2. Shop Drawings, Product Schedules and Manufacturer's Literature and Data:
  - a. If submitted in digital (electronic) form, submit one copy.
  - b. If submitted in hardcopy, submit at least three copies, two of which will be retained (on the Architect and one by the Resident Engineer). Any copies above two will be returned to the Contractor with comments.
  - c. Each drawing shall have marked thereon, proper descriptive title, including Medical Center location, project number, manufacturer's number, reference to contract drawing number, detail Section Number, and Specification Section Number.
3. Schedules: Schedules called for in specifications and shown on shop drawings shall be submitted for use and information of Department of Veterans Affairs and Architect-Engineer. However, the Contractor shall assume responsibility for coordinating and verifying schedules. The Contracting Officer and Architect-Engineer assumes no responsibility for checking schedules or layout drawings for exact sizes, exact numbers and detailed positioning of items.
4. Certificates:
  - a. Required certificates shall be signed by an authorized representative of manufacturer or supplier of material, and by Contractor.
  - b. Submit in quadruplicate.
5. Samples:
  - a. Submit samples in single units unless otherwise specified.

D. When submitting drawing larger than 11 x 17 inches, submit, ROLLED WITHIN A MAILING TUBE, fully protected for shipment.

E. When work is directly related and involves more than one trade, shop drawings shall be submitted to Architect-Engineer under one cover.

F. Samples, shop drawings, test reports, certificates and manufacturers' literature and data, shall be submitted for approval to:

Rick Kehres  
21 Delta Engineers, LLC  
3824 North 108<sup>th</sup> Street  
Omaha, Nebraska 68164

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